

S-E-C-R-E-T

18 December 1957

25X1A

SUGGESTION NO. 58-141: dated 21 August 1957

[REDACTED], GP \$3.24 (GS-11), Head  
Linotype Operator-in-Charge, Printing Services  
Division, Office of Logistics, DD/S

A. Summary of Suggestion

A more efficient way to set NIS Table of Contents is to have made and use a special 1 dot em matrix. This will double speed, eliminate running out of present style used, and cut down errors and frustration of operator. (Copy of complete suggestion attached as TAB A.)

B. Summary of Evaluation

On 10 October 1957 the Office of Logistics stated:

"The suggestion of using a more efficient method for setting NIS Table of Contents on linotype machines by using special one dot em matrices has been adopted by the Printing Services Division. Approximately 500 NIS Sections a year are produced by the Printing Services Division. With each section there is an average of two leadered pages of the Table of Contents. By using one dot em matrices, 20 minutes a section or 166 hours a year would be saved. Based on the present GP wage schedule for Linotype Operators which is \$3.13 per hour, plus 55% overhead, a total savings of approximately \$805.00 per year. The only cost involved in adopting this suggestion is \$135.00 for the installation.

"The originating office which submits the NIS Sections to this Division for printing has agreed to accept the closer leadering in the Table of Contents.

"It is recommended that an award based on the tangible savings resultant from implementation of this suggestion be presented to the suggester."

The Assistant to the DD/I (Administration) concurred in the award recommended by Logistics.

C. Line of Duty Status

Suggestion is in Line of Duty and within job responsibilities. (Head Linotype Operator-in-Charge) (Copy of job description attached, TAB B.)

D. Executive Secretary's Recommendation

~~SECRET~~

Sugg. No. 58-141 Contd.

H. Decision of Committee

☒ Adopted

*40* *ob*

Award

Letter of Appreciation

☐ Not Adopted

25X1A



*moved # 40  
seconded*

~~SECRET~~

DESCRIPTION OF SUGGESTION  
(Attach additional sheets if necessary)

SUGGESTION NO.

58-141

This is a proposal for more efficient setting of NIS Table of Contents on Linotypes. It is not a proposal to change the style. At present, periods spaced one em apart are used for leadered lines of NIS Table of Contents. This is a very tiresome and tedious operation as well as slow. A combination of three factors create the difficulty: (1) Alternate assembly of periods with spaces is only one-half as fast as ordinary leader work; (2) insufficient period and space matrices are not available in the magazine for more than half-speed and on most lines the operator must wait for matrices to return before completing the line; (3) the necessity of checking each line of matrices for a missing period or space caused by exhaustion of the supply of matrices in either of the four channels used.

I suggest, have special 1-dot em matrices cut to run in the two regular space channels and one leader channel. The dots on the spaces will cast in the auxiliary position, thus not affecting the use of the matrices in regular position. Together with the leader channel sixty leader quads would be available. This would allow full speed operation. Two operators have made tests to compare the present method with that proposed. The results were almost identical. Using the present method a page of leadered Table of Contents takes 21 minutes. For testing, we used size matrices proposed on same copy, and the time was 11 minutes.

In addition to faster assembly, I believe the appearance of leaders would be improved if they were on regular em body, thus spaced slightly closer. A comparison is shown:

|                                       |         |
|---------------------------------------|---------|
| Example of closer leadering . . . . . | 22 - 34 |
| Example of wider spacing . . . . .    | 22 - 34 |

The advantage of using the closer spaced leaders result from being able to use the same matrices as spaces in all classes of work. In the event no change can be permitted, the only inconvenience would be in substituting the wider matrices in two channels--2 or 3 minutes. The estimated cost of equipping two Linotypes for either style of leader would be \$135.00.

☐ CONTINUED ON REVERSE SIDE

S-E-C-R-E-T

TAB B  
Sugg. No. 58-141

17 December 1957

To : Suggestion Awards Committee  
From : Chief, Printing Services Division  
Subject : Suggestion - [REDACTED]

1. A request has been received for a copy of the position description for [REDACTED] as a reference for the suggestion he submitted. Mr. [REDACTED] is located in the Administration Building Plant which was transferred to PSD in January 1957. To date, no position description has been prepared for his position; however, his duties are the same as described in position number R1554 - 1554.03, attached to Suggestion No. 58-140, with one exception. [REDACTED] is the Linotype Operator in Charge and therefore has supervisory duties in addition to the attached.

/s/

[REDACTED]